TO: Payroll/Personnel Administrators

FROM: OMB State Payroll Office

RE: **2013** Due Dates for All HRMS/Payroll Forms and Inputting

All payroll information must be inputted into the PeopleSoft payroll system by the dates listed below. For advance payroll all State Time Entry (STE) must be loaded to payline by 5:00 p.m. the day before payroll deadline. For supplemental payroll all STE must be loaded by 10:00 a.m. the day of payroll deadline. Business units will have a payroll deadline of 12:00 p.m. (Noon) for advanced and supplemental payroll. No changes will be allowed once the payroll system is locked.

MONTH	HOURS	ADVANCED LOAD STE (5:00 PM)	ADVANCED LOCK (Noon)	SUPPLEMENTAL LOAD STE (10:00 AM)	SUPPLEMENTAL LOCK (Noon)
January	184	01/25/13	01/28/13	02/05/13	02/05/13
February	160	02/22/13	02/25/13	03/05/13	03/05/13
March	168	03/22/13	03/25/13	04/04/13	04/04/13
April	176	04/24/13	04/25/13	05/06/13	05/06/13
May	184	05/24/13	05/28/13	06/05/13	06/05/13
June	160	06/24/13	06/25/13	07/03/13	07/03/13
July	184	07/25/13	07/26/13	08/05/13	08/05/13
August	176	08/26/13	08/27/13	09/05/13	09/05/13
September	168	09/24/13	09/25/13	10/04/13	10/04/13
October	184	10/25/13	10/28/13	11/05/13	11/05/13
November	168	11/22/13	11/25/13	12/04/13	12/04/13
December	176	12/23/13	12/24/13	01/06/14	01/06/14

(Note: The supplemental pay date is the 10th of the month. If the 10th falls on a Saturday, Sunday, or Holiday, the pay date is the preceding working day.)

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